

**RESOLUTION OF THE CALVERT - ST. MARY'S METROPOLITAN  
PLANNING ORGANIZATION COUNCIL FOR THE PURPOSE OF  
REPEALING AND READOPTING WITH AMENDMENTS THE PUBLIC  
PARTICIPATION PLAN**

**WHEREAS**, the Calvert - St. Mary's Metropolitan Planning Organization ("C-SMMPO") was established to conduct regional transportation planning for the C-SMMPO area in accordance with Federal requirements;

**WHEREAS**, the Calvert - St. Mary's Metropolitan Planning Organization Council is the governing body for the C-SMMPO;

**WHEREAS**, the Calvert - St. Mary's Metropolitan Planning Organization Council adopted a Public Participation Plan effective April 20, 2015;

**WHEREAS**, the Calvert - St. Mary's Metropolitan Planning Organization's Technical Advisory Council has recommended repeal and readoption of the Public Participation Plan with amendments intending to foster further transparency and public engagement;

**WHEREAS**, following due publication of notice and a public comment period extending from August 29, 2025 through November 14, 2025, was instituted prior to the public meeting; and,

**WHEREAS**, following an opportunity to be heard at a public meeting of the C-SMMPO Council on November 17, 2025, the Council finds it is in the best interest of the C-SMMPO to repeal the Public Participation Plan adopted April 20, 2015, and adopt that Public Participation Plan as presented and attached hereto.

**NOW THEREFORE, BE IT RESOLVED** that the Council does hereby repeal that Public Participation Plan adopted April 20, 2015 and adopt the Public Participation Plan for the Calvert – St. Mary's Metropolitan Planning Organization as attached hereto as Exhibit A, incorporated herein by reference, and made a part hereof, and direct staff to republish the same without the "Draft" watermark; and

**BE IT FURTHER RESOLVED** that the foregoing recitals are adopted as if fully rewritten herein.

**PASSED AND DULY ADOPTED** this 17<sup>th</sup> day of November 2025.

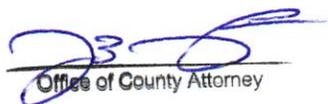
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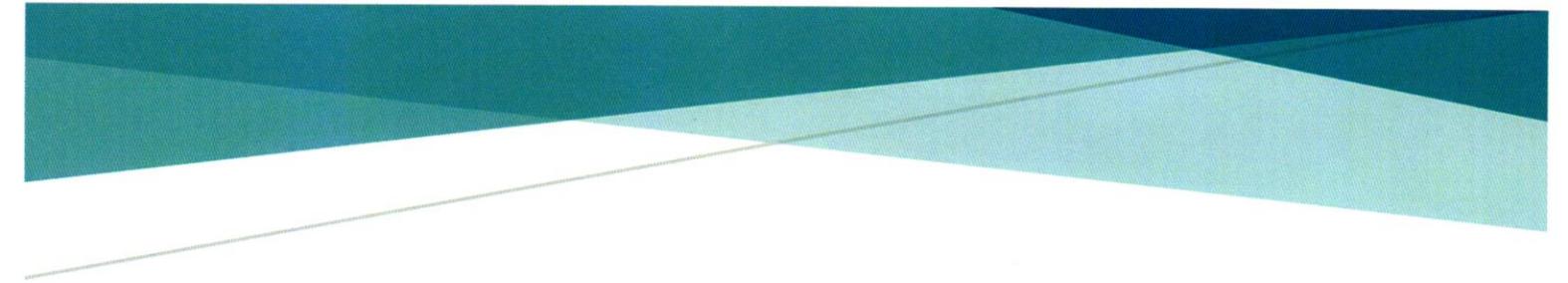
**CALVERT-ST. MARY'S METROPOLITAN  
PLANNING ORGANIZATION**



By:   
Chair

Approved for form  
and legal sufficiency

  
Office of County Attorney



# PUBLIC PARTICIPATION PLAN

Calvert – St. Mary's Metropolitan Planning Organization

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## Purpose of the Public Participation Plan

The Public Participation Plan demonstrates the Calvert-St. Mary's Metropolitan Planning Organization's (C-SMMPO) commitment to open communications and an accessible regional transportation planning process. The C-SMMPO understands the importance of early and continued public involvement, relevant public agencies, and community members by providing reasonable access to information, timely public notices, and full public access to key decisions in the development of the Long-Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP).

The Public Participation Plan serves as a guidebook for the public to engage in the transportation planning and decision-making process. It provides an overall framework for public involvement procedures, and includes the following sections:

<b>C-SMMPO History</b>	Identifies the mission and role in a historical context.
<b>Public Participation Procedures</b>	Identifies federal requirements, decision-making board and committees, outreach techniques, and how the C-SMMPO responds to public comments.
<b>Specific Participation Strategies</b>	Provides an overview of the C-SMMPO website, how to submit comments, newspaper and social media announcements, and outreach activities.
<b>Participation Processes for Major Transportation Planning Documents</b>	Identifies the public participation plan process for the development of short and long-range planning documents and the C-SMMPO work plans.
<b>ADA and Limited English Proficiency (LEP)</b>	Provides procedures to obtain assistance for meetings and materials.

## C-SMMPO History

The C-SMMPO coordinates the federally mandated transportation planning process in the Lexington Park-California-Chesapeake Ranch Estates Urbanized Area. The C-SMMPO develops the LRTP and TIP by bringing together key decision-makers to coordinate planning and funding for the region's transportation system. Staff from both Counties and the Technical Advisory Committee (TAC) develop an annual work plan and budget called the Unified Planning Work Program (UPWP) that includes a variety of studies and multi-modal projects. Staff collaborates with advisory committees, the public, and interested parties to make informed decisions. The Public Participation Plan supports this process and builds upon previous efforts and experiences designed to encourage participation and provide reasonable opportunities for citizens and other interested parties to be involved with the metropolitan planning process.

### Federal Aid Highway Act of 1962

- All federally assisted projects in urban areas with a population over 50,000 must be the product of a continuing, comprehensive, and cooperative planning process, commonly referred to as the 3C planning process, which created MPOs.
- The Census Bureau, after each decennial census, uses data collected to determine the boundaries of Urbanized Areas (UZAs).

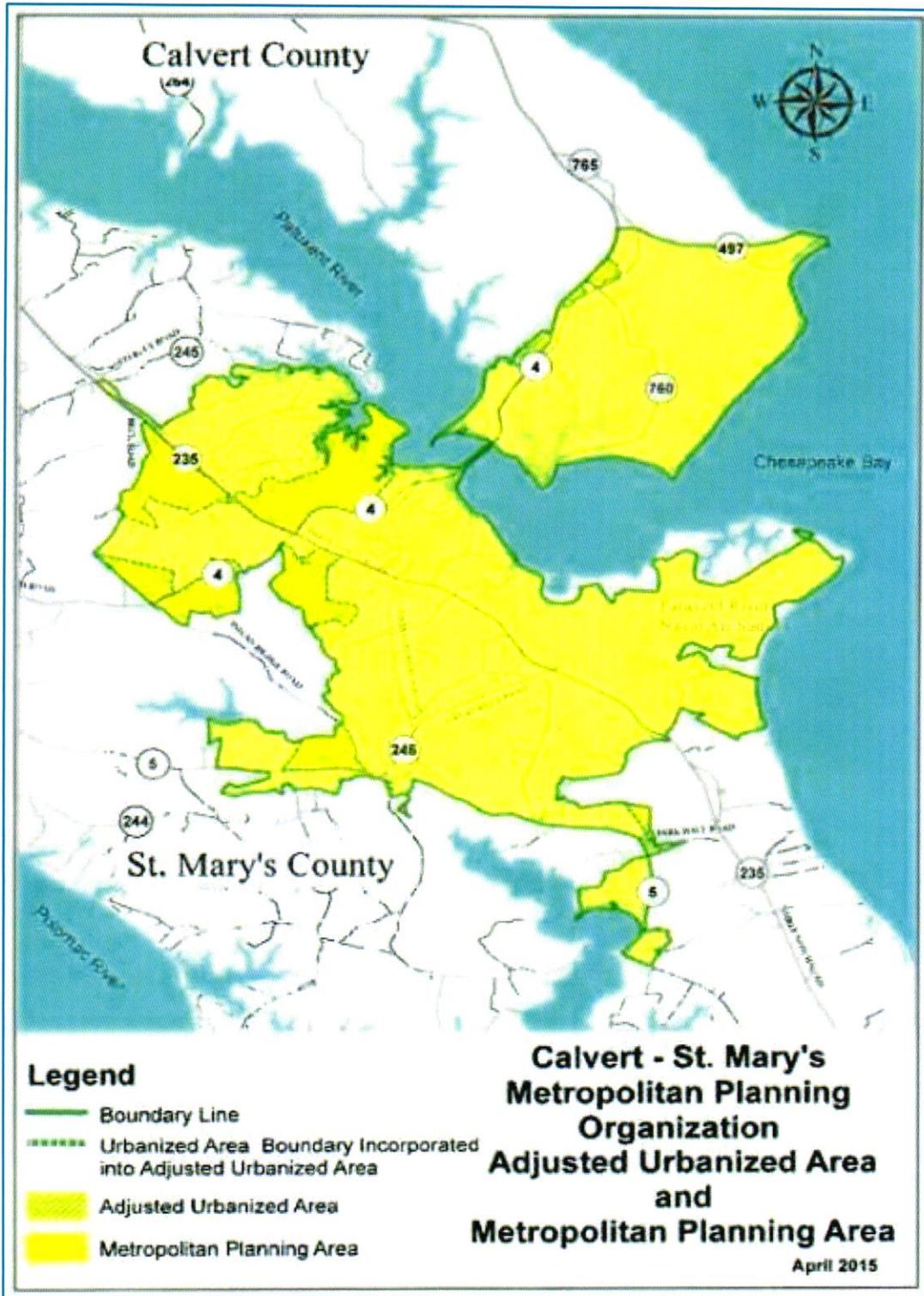
### 2010 U.S. Census

- The Census established the Lexington Park, California, and Chesapeake Ranch Estates Urbanized Area based on the contiguous area, population of 58,000.
- A Metropolitan Planning Organization (MPO) was required to be established for handling transportation planning coordination for the area.

### C-SMMPO was created on December 31, 2013

- Under the U.S. Department of Transportation requirements, the C-SMMPO was designated by Maryland Governor Martin O'Malley on December 31, 2013.

## Calvert - St. Mary's Metropolitan Planning Area



## C-SMMPO Structure and Important Documents

The C-SMMPO is an important entity for coordinating transportation investments between federal, state, and local governments and the public. The relationship between staff and leadership is outlined below and how the C-SMMPO's documents work together to improve mobility, accessibility, safety, and security.

### Council

The Council is the C-SMMPO's decision-making body of the organization. The group is comprised of representatives of the respective State Departments of transportation, and local elected officials.

Calvert County  
Commissioner

Maryland Department of  
Transportation Secretary  
or Designee

St. Mary's County  
Commissioner

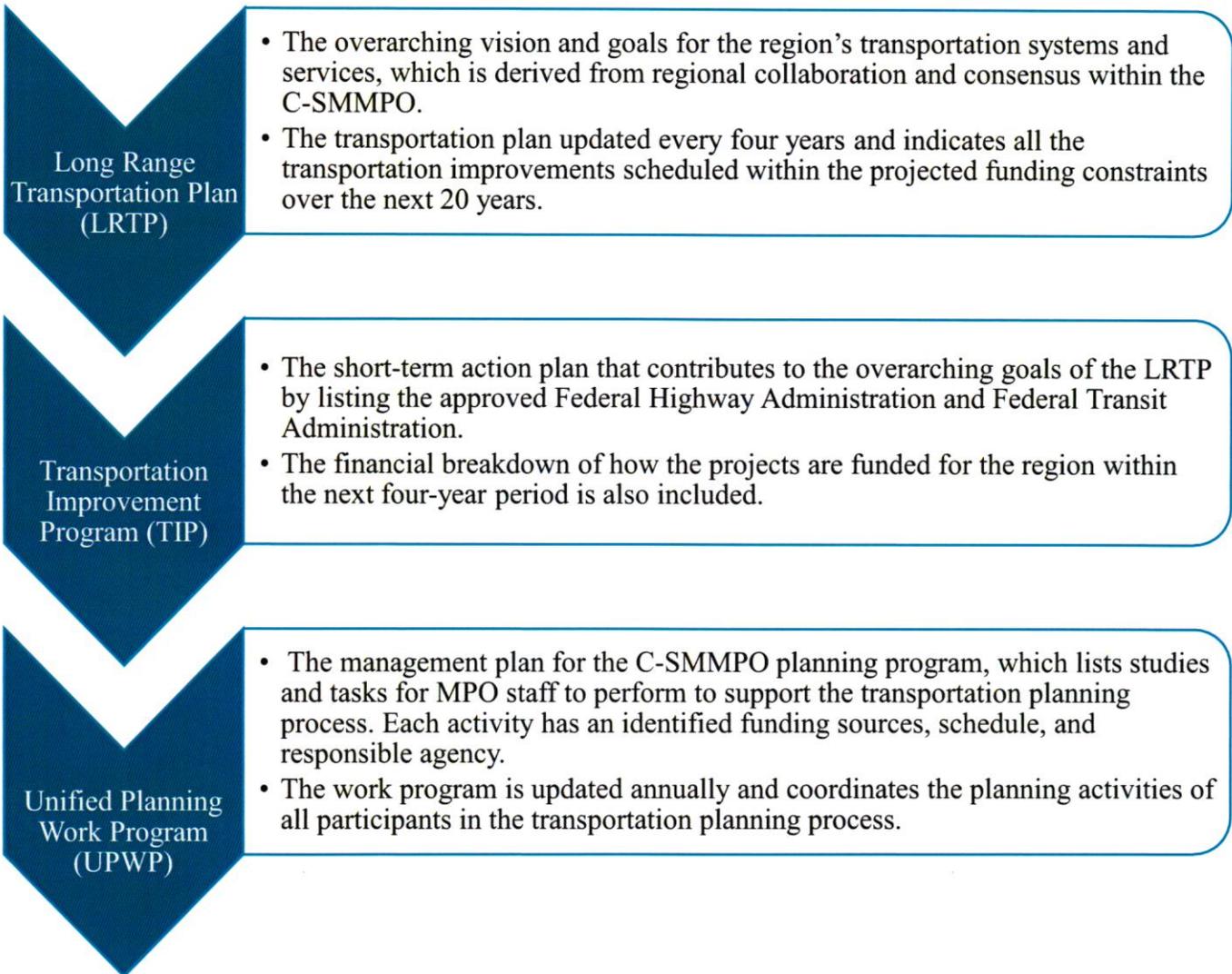
### Technical Advisory Committee

This TAC is compiled of professionals such as urban planners and engineers, from relevant government agencies, such as the Tri-County Council, and development organizations. The responsibilities of the TAC is to review and recommend revisions to assist in the planning and decision-making process.

Calvert County Planning  
Staff and Other  
Agencies

Maryland Department of  
Transportation Technical  
Support

St. Mary's County  
Planning Staff and Other  
Agencies



## Public Participation Procedures

### Federal Requirements

The Calvert-St. Mary's Metropolitan Planning Organization (C-SMMPO) in its capacity as the MPO for the Southern Maryland region, certifies that the transportation planning process is conducted in a manner that complies with the requirements of 23 USC 134, 49 USC 5303, 23 CFR Part 450 and 49 CFR Part 613, and Sections 174 and 176(c) and (d) of the Clean Air Act. The certification requirement directs members of the C-SMMPO to review the planning process that has been under way and ascertain that the requirements are being met. The C-SMMPO's commitment to comply with applicable federal transportation planning requirements is evidenced by the following:

- the C-SMMPO has a continuing, cooperative and comprehensive (3-C) transportation planning process that results in plans and programs consistent with the general land use and master plans of the local jurisdictions in the urbanized area;
- the C-SMMPO has adopted a public participation process that fulfills the requirements and intent of public participation and outreach as defined in the Metropolitan Planning Regulations;
- the C-SMMPO adopted a financially constrained long-range transportation plan, Moving Forward 2050, for the region consistent with the metropolitan planning factors in the Fixing America's Surface Transportation (FAST) Act and subsequent Infrastructure Investment and Jobs Act (IIJA);
- the C-SMMPO adheres to the federal Disadvantaged Business Enterprises (DBE) requirements set forth in 49 CFR Part 26.

### Participation Plan

The components of this Participation Plan are included in the development, adoption, and amendment of the metropolitan transportation plans. The Participation Plan will be monitored and reviewed to evaluate its effectiveness. The strategies identified in this plan are intended to result in well-attended public meetings, local news coverage of programs, and more public interest in transportation issues within the region.

### Open Meetings

All the C-SMMPO meetings are open to the public to attend. This includes the meetings of the Council and TAC.

Opportunities for public comments are included on each meeting agenda. Since issues often pass from the TAC to the Council, there will often be two opportunities to comment on issues. Based on the location of the meetings, the open meetings law of the County hosting the meeting for in-person attendance will be followed; where the meeting is conducted completely virtually, the State of Maryland Open Meetings law will be followed.

Meeting dates, times, and locations will be advertised in regional newspapers fourteen (14) days prior to the meeting date. In addition to newspaper ads, meeting notifications will be posted to the C-SMMPO's website at: [www.calvert-stmarysmpo.com](http://www.calvert-stmarysmpo.com).

### **Availability of Information**

The C-SMMPO staff will make written materials provided to committees available to the public upon request. C-SMMPO will comply with the State Public Information Act Requests in accordance with Calvert County's Chapter 96. All such materials are available for viewing at the Calvert and St. Mary's Planning Offices at no cost. Sample public notices for a new or revised planning document can be found under "Legal Ad Templates."

### **Public Notification and Participation Procedures**

A variety of public notification and participation procedures will be used to encourage the early and continuous involvement of citizens, jurisdictions, communities, and other interests in the planning process and the decisions and actions of the C-SMMPO. This will include but not be limited to the following:

- Public notices will be used to inform the general public and media of upcoming input opportunities.
- The C-SMMPO establishes a public comment period of forty-five (45) days before revision or implementation of the public involvement process.
- The C-SMMPO will conduct a public comment period of no less than thirty (30) days prior to the adoption of a new LRTP and for revisions to the LRTP.
- The C-SMMPO will conduct a public comment period of no less than fifteen (15) days prior to the adoption of a new TIP, or UPWP, and for amendments to the TIP or revisions to the UPWP.
- The C-SMMPO website ([www.calvert-stmarysmpo.com/](http://www.calvert-stmarysmpo.com/)), will include information about C-SMMPO transportation responsibilities, plans, programs, committees, and meetings.
- For special studies, C-SMMPO will attempt to include public outreach where appropriate, conduct surveys, hold public meetings for public comments and input.
- Meetings will be held in facilities that are accessible to people with disabilities.

### **Visualization Techniques**

The C-SMMPO will constantly strive to improve the planning process to maximize its use of various visualization techniques to help inform the public and convey pertinent information concerning transportation plans, projects, and programs. Appropriate methods may include but are not limited to static maps, interactive GIS demonstrations, model simulations, photographs, and artist renderings. For each plan, project, or program, the C-SMMPO will work to utilize the best techniques available to inform the public in a cost-effective manner.

### **Response to Public Comments**

The C-SMMPO will acknowledge when public comments are received for the LRTP, TIP, UPWP, and any other special study and provide meaningful responses. The responses will be summarized along with any related key decisions. Responses to comments will be made in a timely manner before decisions are made or plans and programs are adopted by the Council. Final comments and responses will be kept on file, available for public review and documented as part of the record of adopting the plan, program, or other special study as adopted.

## Specific Participation Strategies

The C-SMMPO intends to maximize the public’s comments and input in the metropolitan transportation planning process. It is important to have participation from a wide array of participants. Therefore, the C-SMMPO will work to ensure that all interested and affected parties have an opportunity to participate in the planning process. Every reasonable attempt is made to reach all those interested or affected by the plans and programs of the MPO.

The activities described in this section will be used together or separately to incorporate public involvement in all the C-SMMPO metropolitan transportation planning processes, including the development of the LRTP, TIP, and UPWP. The activities are designed to inform the public of opportunities to provide input into and expand the public’s opinion of transportation needs or deficiencies. This Public Participation Plan represents an improved effort of public inclusion, outreach, and engagement and is consistent with the expectations of public involvement and participation in accordance with federal guidelines.

The two major categories of public involvement activities are: (1) Access to Information, and (2) Involvement and Education Strategies. These categories and their individual components are discussed separately below:

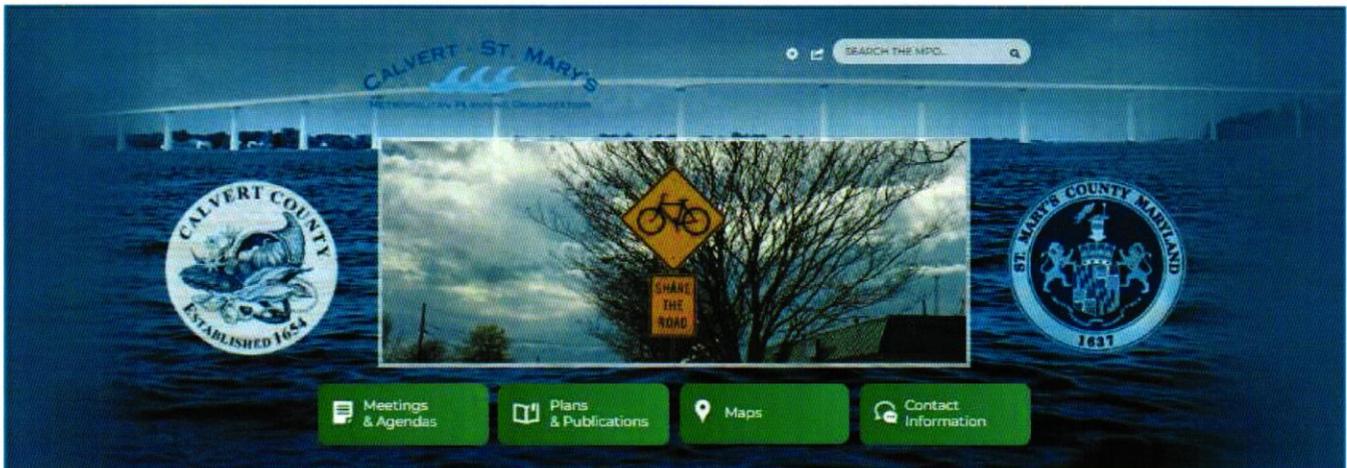
### Access to Information

The transportation planning documents can be very complex and technical, and, at times, difficult to develop a complete understanding. The C-SMMPO recognizes the participation strategies should be appropriate for gathering public input and opinions of people with varying amount of available time and interest. To simplify the access to various transportation-related documents, C-SMMPO utilizes their website, both Calvert and St. Mary’s websites, and local newspapers as outreach strategies to keep the public interested, informed, and involved.

### C-SMMPO Website

The C-SMMPO’s website ([www.calvert-stmarysmpo.com](http://www.calvert-stmarysmpo.com)) is the primary source for comprehensive information on current activities and regional transportation planning issues. The homepage provides information regarding upcoming and past meetings, Plans & Publications, Maps, and contact information.

### C-SMMPO Website



A key opportunity for the public to share their thoughts and ideas is during the public review and comment periods for the LRTP, TIP, and UPWP. The current plans for each of these are located under the “Plans & Publications” link on the website.

Information necessary for the public to understand and comment on each document will be released for review. Examples may include readable, public-friendly executive summaries, flyers, surveys, full draft report, or links to project or sponsor websites.

Other information posted on the C-SMMPO website for public information includes the following:

- Meetings & Agenda – roles and members of the C-SMMPO Interstate Council and committees
- Special Studies – current and prior agendas and minutes for prior meetings of the C-SMMPO Council
- Maps – the map of the Urbanized Area (UZA)
- Contact – contact information and email address to submit public comments

### **Media Coverage**

The C-SMMPO will, to the extent feasible, work to develop and maintain a strong relationship with print media. The C-SMMPO recognizes the media as a valuable link to promote and motivate public involvement in the transportation planning process.

Specifically, the C-SMMPO will provide meeting information to local newspapers as well as radio/television providers. This activity is intended to spur a certain amount of visibility and coverage regarding C-SMMPO business. The primary newspaper(s) for media announcements include:

**Southern Maryland News** (Easton, MD; USPS#331-820) <http://www.somdnews.com/>

As opportunities and topics arise, C-SMMPO will seek to gain public awareness by working with local radio stations to obtain appropriate coverage of activities. Examples may include interviews with WMDM/WPTX/WKIK radio interviews, news articles, and other sources as necessary.

### **Involvement and Education Strategies**

The C-SMMPO is aware that there is a need to increase public awareness of the of the C-SMMPO and the metropolitan transportation planning process. Community involvement and education components are designed to achieve a wide recognition of the C-SMMPO’s mission in the community and to enhance the community awareness and encourage everyone to participate in the process. To achieve these goals, the C-SMMPO regularly works in partnership with community organizations and performs public outreach to increase awareness and seek valuable input on C-SMMPO activities.

### **Community Organizations**

The C-SMMPO collaborates with state and local governments, public agencies, private sector representatives, and transit operators that serve on committees or advisory groups. In

addition, the C-SMMPO ensures a variety of interests are represented and heard by partnering with community agencies and organizations to participate in the transportation planning process. These community and resource agencies have an important role addressing environmental, business, and civic interests as they relate to regional transportation matters. Organizations representing minority, low-income, and disabled groups and other interested parties are consulted and engaged to gain their input and views.

### **Public Outreach Activity**

The C-SMMPO performs outreach activities to encourage more effective participation in the transportation planning process. Outreach activity simply means being more visible in the community. The C-SMMPO has performed various activities to solicit additional public input by attending meetings of other organizations, giving presentations to groups and citizens, and conducting public surveys. Prior to the release of a survey, the C-SMMPO may advertise on their website, and release a printed announcement providing the purpose and web links to make it easy for the public to participate.

In addition to traditional surveys, the C-SMMPO may utilize intercept surveys during the Long Range Transportation Plan Update. Intercept surveys are a focused public comment tool during which a field representative of the C-SMMPO elicits public comment on the spot at pre-selected geographic locations (i.e. libraries, transit centers). An intercept survey can be an effective tool at reaching traditionally disadvantaged populations in the metropolitan transportation planning process. Intercept surveys may be conducted utilizing electronic tablets that contain the same survey as is posted on the C-SMMPO website.

## Public Participation Processes for Major Transportation Planning Documents

The C-SMMPO holds meetings throughout the year to address transportation issues and to deliberate strategies, projects, plans, and programs that the C-SMMPO oversees. This includes Council open meetings, TAC Committee meetings, and public hearings. The public hearings are intended to share information and obtain feedback on various plans and projects prior to Council action to approve or adopt specific actions. The calendar for upcoming meetings and other public events are posted on the C-SMMPO website at <https://www.calvert-stmarysmpo.com/>.

The major transportation planning documents are required by federal regulations and must meet federal and state guidelines that include public input in the transportation planning process. The major transportation planning documents are:

Amendments of the approved TIP that occur off-cycle that are deemed by the C-SMMPO as "*Administrative Changes*" are not subject to a formal public notification process. Input will be accepted but not solicited. An amendment to the adopted plans and programs may be considered an administrative amendment based on any of the following criteria:

- To correct a non-substantive clerical error;
- Changes in funding levels are less than Ten Million Dollars (\$10,000,000.00) and the project is within a Statewide Transportation Improvement Program grouped project category;
- The affected project/s are not regionally significant and exempt from transportation conformity requirements;
- Changes the funding type, but overall funding levels remain constant or do not exceed the requirement prior; or
- Any other changes approved by the Council that meet the criteria of an administrative amendment.

Amendments to the TIP, LRTP, or UPWP that have regional significance, as defined by the Council, will be subject to the public participation process as defined in the next section. Maryland Department of Transportation (MDOT) posts the STIP amendment process on their website, which can be found at the link below.

<https://www.mdot.maryland.gov/tso/pages/Index.aspx?PageId=189>

### Public Participation Process

The C-SMMPO understands the importance of the public participation process and is committed to providing easy access to transportation planning documents and timely notice of upcoming events and decision-making meetings of the Council. The planning documents produced by the C-SMMPO provide key information that the public will need to make more informed contributions to the transportation planning process.

Attempts will be made to employ appropriate visualization techniques to describe the plans. This could include any combination of maps, photographs, project descriptions, charts, etc. that are presented at public hearings and meetings, or used as displays directed at informing partners and the public.

For major transportation documents, the C-SMMPO strives to meet and exceed the federal guidelines. The public participation process includes the following activities:

- All meetings and events will be governed by the respective Calvert County Chapter 96.
- Conduct meetings and consult with partners and other interested parties. Summaries of the meetings and consultations may be included in the plan document.
- The C-SMMPO will coordinate with the statewide transportation planning public involvement and consultation processes throughout the development and revision of major transportation planning documents.
- If the final version of any major transportation planning document differs substantively from the version made available for public comment, the C-SMMPO will provide an additional thirty (30) day opportunity for public comment.
- Advertisements for TAC meetings will be published in a primary newspaper at least fourteen (14) days prior to the day of the meeting in the template provided under “Legal Ad Templates.”
- Advertisements for Council meetings that do not include public hearings will be published in primary newspaper at least fourteen (14) days prior to date of meetings in the template provided under “Legal Ad Templates.”
- Advertisements for Council meetings that do include public hearings will be published in a primary newspaper at least fourteen (14) days prior to date of meetings in the template provided under “Legal Ad Templates.”
- All comments received by C-SMMPO will be reviewed at the Council meeting prior to adoption and included as an appendix with a meaningful response in the appropriate document.
- Council meetings will be hosted for the public to attend within the C-SMMPO boundary, at convenient and accessible locations and times. Draft documents will be made available for public review at the MPO website, in the Calvert and St. Mary’s Counties planning offices, and in public libraries within the C-SMMPO boundaries at least fourteen (14) days prior to the Council meeting at which they will be considered or acted upon.

## **Amendments to the Public Involvement Process**

In accordance with federal guidance (49 CFR 450.316(a)(3)), the C-SMMPO establishes a public comment period of forty-five (45) days before revision or implementation of the public involvement process, and, thereafter, copies of the approved participation plan shall be provided to the Federal Highway Administration (FHWA) and the Federal Transit Authority (FTA) for informational purposes. Significant revisions to the basic procedures contained herein will require a comment period before such revisions may be utilized. However, activities, which will enhance the opportunity for public comment, as outlined by the basic procedures herein shall not be considered revisions subject to public comment. Draft documents will be made available for public review at the MPO website, in the Calvert and St. Mary's Counties planning offices, and in public libraries within the C-SMMPO boundaries.

Written comments on these procedures will be accepted via mail, e-mail, Council open meetings, and TAC meetings. All comments received on the public involvement process will be responded to by the C-SMMPO prior to implementation of the public involvement process. All comments and responses will be maintained until implementation or until the C-SMMPO conducts a periodic review of the effectiveness of the procedures. To ensure the process is effective in providing full and open access to all, the C-SMMPO will review the specifics of these procedures at least once every three (3) years. Final adopted documents will be posted to the C-SMMPO website (<https://www.calvert-stmarysmpo.com/152/Planning-Documents>).

## **Americans with Disabilities Act (ADA) and Limited English Proficiency (LEP)**

The American with Disabilities Act (ADA) is federal legislation defining the responsibilities of and requirements for transportation providers to make transportation accessible to individuals with disabilities. Limited English proficiency (LEP) is a term used in the United States that refers to a person who is not fluent in the English language, often because it is not their native language. To have an opportunity to participate effectively in or benefit from any aid, service or benefit, people with LEP must communicate in their primary language.

Meetings and hearings, which are open to public participation, will be scheduled to allow the best opportunity for attendance by the general public and other entities whenever possible. The meeting times and locations will be convenient, and meeting locations will be ADA accessible. In addition to general meetings, events and activities, reasonable efforts will be made to reach those who are particularly affected. ADA and LEP assistance or alternative formats of this publication are available upon request. Please allow at least seven working days for the preparation of the material.

### *C-SMMPO ADA and LEP Coordinator*

View St. Mary's County's website to contact the Coordinator and for any updates or additional information:

<https://www.stmaryscountymd.gov/AmericanDisabilities/ADACoordinator>

## Legal Ad Templates

### Public Notice for an Updated Plan

#### C-SMMPO Public Notice (for a New Insert Project Type & Abbreviation)

The Calvert-St. Mary's Metropolitan Planning Council hereby notifies all interested persons that the proposed FY 20XX-20XX **insert project type and abbreviation** for the Calvert-St. Mary's Metropolitan Planning Area is available for comment and review. The proposed **insert project type abbreviation** identifies more than \$ **insert monetary amount** million in projects for **insert project services (ex: transportation services)** that are planned to be constructed or implemented over the next four years throughout the metropolitan area. This public participation process for the **insert project type** also serves to meet the Federal Transit Administration public participation requirements for the Maryland Transit Administration. Copies of the draft **insert project abbreviation** are available online at the website <https://www.calvert-stmarysmpo.com/>; and at the planning offices of St. Mary's and Calvert County. The public comment period will begin on **Weekday, Month, Day, Year** and end on **Weekday, Month, Day, Year**. Written comments may be mailed to the should be addressed to the Long Range Planning Division, **insert MPO Administrator's mailing address** or to **insert MPO Administrator's name and title** via email at **insert MPO Administrator's email address**. Only written comments will be accepted.

### Council Meeting with No Public Hearing

#### C-SMMPO Council Meeting Notice

**NOTICE IS HEREBY GIVEN** that the Calvert – St. Mary's Metropolitan Planning Organization, C-SMMPO, will conduct a meeting at the **insert meeting room name** located at **insert meeting room address** on **Weekday, Month Day, Year**, beginning at **insert meeting start time**. to **insert important agenda items (ex: consider public comment, review projects, etc.)**. The agenda can be viewed at <https://www.calvert-stmarysmpo.com/>.

This public hearing is required by law to accept public and staff comments on the **Documents**. All members of the public and interested parties will have an opportunity to provide public comments regarding the C-SMMPO meeting agenda.

Comments may be submitted on or before **Weekday, Month Day, Year** and should be addressed to the Long Range Planning Division, **insert MPO Administrator's mailing address** or to **insert MPO Administrator's name and title** via email at **insert MPO Administrator's email address**.

The Meeting ID is **insert Zoom meeting ID**, the call-in number is **insert Zoom call-in number**, and the link is **insert Zoom meeting hyperlink**.

For questions or more information, please contact **insert MPO Administrator's name and title**, with St. Mary's County Government's Department of Land Use & Growth Management at **insert MPO Administrator's phone number** or via email at **insert MPO Administrator's email address** or visit <https://www.calvert-stmarysmpo.com/>.

All content of these proceedings is subject to disclosure under the Maryland Public Information Act. Photographic and electronic audio and visual broadcasting and recording devices are used during the meetings. These are public meetings and attendance at these meetings automatically grants St. Mary's County Government permission to broadcast your audio and visual image. Any person requiring special arrangements related to the Americans with Disabilities Act shall notify the C-SMMPO no less than 72 hours prior to the date of the scheduled meeting so that necessary special arrangements can be made in order to facilitate participation.

Please publish as a Legal Notice in *Southern Maryland News*, in both *St. Mary's and Calvert County*, and *The County Times* on **Month Day, Year** and **Month Day, Year**.

## Council Meeting with Public Hearing

### C-SMMPO Council Public Hearing Notice

**NOTICE IS HEREBY GIVEN** that the Calvert – St. Mary’s Metropolitan Planning Organization, C-SMMPO, will conduct a public hearing at the **insert meeting room name** located at **insert meeting room address** on **Weekday, Month Day, Year**, beginning at **insert meeting start time** regarding **insert subject of the public hearing**. The Public Hearing time, date, and location may be revised by announcement of an emergency, such as inclement weather, without further publication and may be confirmed on the C-SMMPO website, or calling any number listed below on the date of the Hearing.

This public hearing is required by law to accept public and staff comments on the **Documents**. All members of the public and interested parties will have an opportunity to present evidence and public comments regarding the C-SMMPO meeting agenda.

Comments may be submitted on or before **Weekday, Month Day, Year** and should be addressed to the Long Range Planning Division, **insert MPO Administrator’s mailing address** or to **insert MPO Administrator’s name and title** via email at **insert MPO Administrator’s email address**. All timely submissions will be considered by the Calvert – St. Mary’s Metropolitan Planning Organization Council at the Public Hearing. Information submitted after the public hearing record is closed will not be considered.

An electronic copy of the C-SMMPO Documents may be requested by contacting **insert MPO Administrator’s name** by phone **insert MPO Administrator’s phone number**, via e-mail: **insert MPO Administrator’s email address**, or by visiting <https://www.calvert-stmarysmpo.com/>.

The Meeting ID is **insert Zoom meeting ID**, the call-in number is **insert Zoom call-in number**, and the link is **insert Zoom meeting hyperlink**

For more information on viewing, listening to, or submitting comments via telephone or video clip, please call **insert MPO Administrator’s phone number** or email at **insert MPO Administrator’s email address**.

All content of these proceedings is subject to disclosure under the Maryland Public Information Act. Photographic and electronic audio and visual broadcasting and recording devices are used during the meetings. These are public meetings and attendance at these meetings automatically grants St. Mary’s County Government permission to broadcast your audio and visual image. Any person requiring special arrangements related to the Americans with Disabilities Act shall notify the C-SMMPO no less than 72 hours prior to the date of the scheduled meeting so that necessary special arrangements can be made in order to facilitate participation.

Please publish as a Legal Notice in *Southern Maryland News*, in both *St. Mary’s* and *Calvert County*, and *The County Times* on **Month Day, Year** and **Month Day, Year**.

## Technical Advisory Committee

### C-SMMPO Technical Advisory Committee (TAC) Meeting Public Notice

**NOTICE IS HEREBY GIVEN** that the Calvert – St. Mary’s Metropolitan Planning Organization, C-SMMPO, will conduct a Technical Advisory Committee (TAC) meeting at the **insert meeting room name** located at **insert meeting room address** on **Weekday, Month Day, Year**, beginning at **insert meeting start time**. to **insert important agenda items (ex: consider public comment, review projects, etc.)**. The agenda can be viewed at <https://www.calvert-stmarysmpo.com/>.

This public meeting is required by law to accept public and staff comments on the **Documents**. All members of the public and interested parties will have an opportunity to provide public comments regarding the TAC meeting agenda.

Comments may be submitted on or before **Weekday, Month Day, Year** and should be addressed to the Long Range Planning Division, **insert MPO Administrator’s mailing address** or to **insert MPO Administrator’s name and title** via email at **insert MPO Administrator’s email address**.

This meeting can be attended virtually, the Meeting ID is **insert Zoom meeting ID**, the call-in number is **insert Zoom call-in number**. Zoom Link: **insert Zoom meeting hyperlink**

For questions or more information, please contact **insert MPO Administrator’s name and title**, with St. Mary’s County Government’s Department of Land Use & Growth Management at **insert MPO Administrator’s phone number** or via email at **insert MPO Administrator’s email address** or visit <https://www.calvert-stmarysmpo.com/>.

Any person requiring special arrangements related to the Americans with Disabilities Act shall notify the C-SMMPO no less than 72 hours prior to the date of the scheduled meeting so that necessary special arrangements can be made in order to facilitate participation. All content of these proceedings is subject to disclosure under the Maryland Public Information Act. Photographic and electronic audio and visual broadcasting and recording devices are used during the meetings. These are public meetings and attendance at these meetings automatically grants St. Mary’s County Government permission to broadcast your audio and visual image.

Please publish as a Legal Notice in *Southern Maryland News*, in both *St. Mary’s and Calvert County*, and *The County Times* on **Month Day, Year** and **Month Day, Year**.